USER GUIDE: PRINTING CERTIFICATES FOR REGISTERED CREDITORS, PHYSICAL FITNESS, PRENEED PROVIDERS, CREDIT COUNSELING ORGANIZATIONS & PAWNBROKERS

1. Log into the Licensure Gateway at https://dcagateway.sc.gov/. To login you <u>must</u> use the email address you used when you logged into the Licensure Gateway successfully the last time.

2. If you have forgotten your password, you may reset it by clicking on Reset Password. An email to reset your password will be sent to the email address you used when you <u>the last time you logged into the Licensure Gateway.</u>

3. Under Organizations, click on Name of the Organization

4. Click on Locations

5. Click on the name of the location you wish to print.

6. Click on the Active tile for the certificate you want to print. This screen indicates we are printing the certificate for the Consumer Grantor Notification.

7. Select Print Certificate of Approval to print the Certificate. Select the back arrow key to print other certificates as needed.